

Department of Resources Recycling and Recovery (CalRecycle)  
State Organization and Agency Recycling Database (SOARD)  
2009 Annual Report FAQs

FAQs	Answer
<b>Did SB 1016 (2008) supersede the requirements of AB 75 (1999) and does it apply to State agencies already compliant under AB 75?</b>	The 50 percent waste diversion mandate originally enacted by the State Agency Integrated Waste Management Act (AB 75, Strom-Martin, Chapter 764, Statutes of 1999) has not changed. However, the Per Capita Disposal Measurement System Act (SB 1016, Wiggins, Public Resources Code Section 42920-42927, Statutes of 2008) changed the way State agencies measure their progress toward meeting the statutory waste diversion mandates. Under this Act, all State agencies are still required to maintain the 50 percent waste diversion requirement. However, State agencies and large State facilities now use per capita disposal as one indicator of their progress toward meeting the mandate. The measurement system established by SB 1016 emphasizes the importance of waste management programs and their implementation instead of numerical measurement only.
<b>What is a State agency's 50 percent equivalent per capita disposal target?</b>	The 50 percent equivalent per capita disposal target is calculated using figures for disposal and number of employees as reported by each State agency in 2006. The target represents disposed pounds per person per day that would have been disposed if an agency were at exactly 50% diversion. CalRecycle will consider annual per capita disposal trends and their relation to the 50 percent equivalent per capita disposal target as indicators of agency compliance with statutory mandates. However, CalRecycle will not determine compliance on this basis alone, but rather will use it as one factor, along with program implementation, in evaluating agency compliance. Implementation and maintenance of waste management programs are CalRecycle's priority in determining compliance. For further clarification visit the power point presentation at <a href="http://www.calrecycle.ca.gov/StateAgency/Events/SB1016Oview/Presentation.ppt">http://www.calrecycle.ca.gov/StateAgency/Events/SB1016Oview/Presentation.ppt</a>
<b>Is the information submitted for the SOARD State Agency Waste Management Annual Report based on a fiscal or calendar year period?</b>	The SOARD State Agency Waste Management Annual Report is based on the previous calendar year (January 1 through December 31). All activity reported should have occurred within this timeframe. The SOARD State Agency Waste Management Annual Report is due September 1 of each year. For example, the 2009 SOARD State Agency Waste Management Annual Report is due September 1, 2010.
<b>What information is needed from State Agencies in order to submit their SOARD State Agency Waste Management Annual Report?</b>	In each SOARD State Agency Waste Management Annual Report, State agencies need to report tons disposed (the amount of trash disposed in the landfill) and the total number of employees. If applicable, agencies also report the number of visitors/students/inmates/ or patients, as a separate population. Agencies also must verify contact information, facility locations, confirm current waste reduction and recycling programs, indicate programs that are expanding or are planned for the future, and provide information about program implementation and how reported information is obtained.
<b>When will an agency receive their "User Name" and "Access Code" to log into the SOARD State Agency Waste Management Annual Report?</b>	An email with the "User Name" and "Access Code" necessary for completion and submission of the SOARD State Agency Waste Management Annual Report will be sent out no later than July 1, each report year. For example, an email with the User Name and Access Code for the 2010 report will be sent out by July 1, 2011.
<b>What do you suggest when an agency does not know how the employee number was calculated last reporting period?</b>	An agency should do the best they can in determining the number of employees. It is important to be consistent from year to year in how you count employees. However, if you are not able to determine how the number of employees was determined in the past, we suggest the count be based upon full time equivalent employees. Your human resources, accounting, or payroll department may be of assistance in determining this number. Part 4 of the annual report includes a question regarding how you determined the number of employees; be sure to provide sufficient detail so that the method used to count employees is clear and may be replicated in the future.

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<b>Should a State agency count people such as veterans home residents, park visitors, etc. in the employee count?</b>	Consistency in the method used to determine the number of employees is of primary importance. If an agency included in their employee count for the 2006 SOARD State Agency Waste Management Annual Report residents, visitors, etc. along with employees, then that is what they should continue to do. If the method used to determine the number of employees changes, the agency needs to include information in the annual report to reflect the prior and current methods used to determine employee count and why the method was changed. However, if there is no history of how the employee count was determined in the past, the employee count should generally be based upon full time equivalent employees (human resources, accounting, or payroll departments can usually provide this information). Residents/patients and visitors are usually considered an additional population and are used in a separate per capita disposal calculation. Your report may already have a separate box to input the total additional population (in Part 1 - Facility information). See the FAQ entitled, "How does an agency account for students, visitors, inmates, patients, or seasonal visitors?", for additional information.
<b>How does an agency account for students, visitors, inmates, patients, or seasonal visitors?</b>	Students, visitors, inmates, patients, etc. are considered an additional population. If an agency believes that an additional population has a significant impact on the amount of waste generated and/or disposed, then CalRecycle can enable reporting of a total number of the additional population (in Part 1 - Facility information of the SOARD State Agency Waste Management Annual Report). Reporting an additional population will not affect an agency's annual per capita disposal, but it does provide additional information in portraying an agency's disposal trend. For accuracy in reporting the SOARD State Agency Waste Management Annual Report, it is important that the method used to account for these additional populations is the consistent from year to year.
<b>Is a State agency or large State facility still required to keep track of the number of tons diverted through their agency diversion programs?</b>	Diversion figures are no longer required for the SOARD State Agency Waste Management Annual Report. However, CalRecycle continues to be very interested in your agency's diversion programs, barriers, and other issues you may encounter. Explanation of these programs and issues is required in Part IV of the annual report. Your agency may also choose to collect diversion figures for internal reporting purposes and program efficacy.
<b>How do I calculate my agency's disposal tons?</b>	There are many different methods to determine your agency's disposal tonnage. Compiling weight tickets from your waste hauler is one method and will provide information in order to calculate the actual weight of disposal. Another method is to extrapolate disposal tonnage based on surveys of waste dumpsters or information provided by building/facilities management. It is important to be consistent and use the same method for every report year, and to document this method in Part IV of the annual SOARD report. For assistance, please consult with your CalRecycle liaison. To find your CalRecycle liaison visit <a href="http://www.calrecycle.ca.gov/LGCentral/Reports/Contacts.aspx">http://www.calrecycle.ca.gov/LGCentral/Reports/Contacts.aspx</a> .
<b>Are weight tickets receipts to document disposal still required for submission of the SOARD State Agency Waste Management Annual Report?</b>	CalRecycle does not require submission of weight tickets to document disposal tonnage, but as explained previously, using weight tickets is one method you may use to determine annual disposal. However, Calrecycle recommends that you maintain documentation related to information submitted in your SOARD State Agency Waste Management Annual Report for your own needs and to help respond to any questions from CalRecycle. Additionally, keeping this data internally is helpful when there are changes in agency recycling coordinators.
<b>Can a State agency count the number of hits to a website and utilization of paperless transactions as a diversion number?</b>	Per SB 1016 (Wiggins, Chapter 343, Statutes of 2008) passed in 2008, the SOARD State Agency Waste Management Annual Report no longer collects source reduction, diversion, or recycling numbers. However, in Part III of the report you should checkmark the types of program activities you are implementing and in Part IV you should describe your specific efforts to provide outreach, reduce waste, recycle, reuse, and buy recycled content products.
<b>Are confidential shredded materials counted as disposal?</b>	If the shredded materials are sent to a facility for recycling or composting, they are not considered disposal and should not be included in your agency's disposal number. However, any materials, including confidential shredded materials, that are disposed of at a landfill or are not recovered at a secondary facility (such as a materials recovery facility) should be included in your agency's disposal number.

<b>How can a State agency view their 50 percent Equivalent Per Capita Disposal Target and their Annual Per Capita Disposal?</b>	The 50 percent Equivalent Per Capita Disposal Target and the Annual Per Capita Disposal for each agency is available from the report summaries. State agencies can view summaries of their current year and prior year reports anytime after logging into the current year report. After logging in, under "View Report" on the left hand navigation bar, select "Current Year" or "Prior Year". The current year report summary is available only after data has been saved in the report. Before agencies submit their report, they are also given the option to print/save a copy of your report which will also have this information . Previous years reports can be viewed at <a href="http://www.calrecycle.ca.gov/StateAgency/SOARD/">http://www.calrecycle.ca.gov/StateAgency/SOARD/</a> or by contacting their CalRecycle liaison. Agencies may look up their liaison at <a href="http://www.calrecycle.ca.gov/StateAgency/Contacts.htm">http://www.calrecycle.ca.gov/StateAgency/Contacts.htm</a> .
<b>How long should a State agency or large State facility keep backup documentation for the SOARD report?</b>	CalRecycle suggests that reporting agencies keep backup documentation of their disposal numbers and diversion programs as far back as 2006 since this is the reporting year in which the 50 percent Equivalent Per Capita Disposal Target is based. Beyond that, each State agency and large State facility should follow their departmental policy for reports and records retention.